

McPherson Ranch HOA Board of Directors June Town Hall Meeting
Thursday, June 21, 2018 at 6:30 p.m.
Kay Granger Elementary School
2771 Saratoga Springs Circle, Keller, TX 76244

The McPherson Ranch Homeowner's Association met on June 21, 2018 at 2771 Saratoga Springs Circle, Keller, TX 76244.

Board members in attendance: Joshua Brown, Catherine Casey, Nelsie Austin, Cliff Sheldon and Alex Romero

NMI representative in attendance: Kelly Stafford

A. Call to order and Establishment of Quorum

1. Meeting called to order at 6:25 p.m. by Joshua Brown.

B. Approval of Minutes from the May 1, 2018 meeting

1. May Minutes to be revised to reflect the May board meeting agenda, Catherine Casey.

C. New Business

1. ACC requests will come to Kelly Stafford beginning July 1, 2018. The approval process should only take 1 to 2 weeks maximum.
2. Violations – First notice resident will be instructed to contact Kelly Stafford, second notice will be sent first class and certified mail, and third notice resident will be fined.

D. Adjournment 6:48 p.m. by general consensus

1. Meeting adjourned.

E. Call to order of Town Hall Meeting

1. Meeting called to order at 7:00 p.m. by Joshua Brown.

F. Introductions

1. Meeting rules and conduct, new management company (NMI), and new landscaping company (Briteview).
2. Introduction of board members
3. Kelly Stafford, Community Manager with Neighborhood Management, Inc.

G. New HOA Management Company – Neighborhood Management, Inc. (NMI)

1. Start date, July 1, 2018. Introduction letter will be mailed to each resident by NMI along with an information form to be filled out and sent back.
2. Roles of the Community Manager, Kelly Stafford.
 - a. NMI Portal - Payments, email blasts, public documents (financials, minutes, agendas, etc.).
 - b. Management of vendors – expectations.
 - c. Inspection/CCR enforcement – Violation drives and issuance of violations (first notice, second notice and fine). ACC requests – governing documents state 60 days for approval but will work toward a two-week approval turn around. If denied, residents will be given a reason.

H. HOA Vendors

- a. Bid Process – Each bidding vendor will be given a scope of work for equal comparison.
- b. Interview/touring community/negotiation of price – Kelly Stafford will be touring the community with the board in regards to the reserve study. In addition, she will meet with every current vendor to discuss expectations as well as the current attorney.
- c. Reference checks.
- d. Termination notice of current vendor – termination process (30/60/90 day notice)

I. Question and Answer Session

J. Adjournment 8:24 p.m. by Kelly Stafford

1. Meeting adjourned

J. Executive Session

1. Roles of board members discussed.
2. Kelly to put Cliff Sheldon and Catherine Casey on the board member training list for the fall.
3. August Event – decision was made to cancel. Advertising sponsorship for this event will be moved to first event in 2019.

K. Next Meeting

1. Next Board of Directors meeting is set for Tuesday, July 24, 2018 at 6:30 p.m.

L. Adjournment 9:00 p.m. by general consensus

1. Meeting Adjourned